



MUNICIPAL JUDGE EDUCATION COMMITTEE

P. O. Box 104480
JEFFERSON CITY, MISSOURI
65110

MEMORANDUM

TO: Non-Lawyer and New Municipal Judges

FROM: The Honorable Roy L. Richter, Chair

SUBJECT: Fall 2017 Non-Lawyer Certification Program and New Judge Orientation

DATE: February 8, 2017

The Municipal Judge Education Committee will be conducting a Certification and New Judge Orientation for new Municipal Judges at the Office of State Courts Administrator in Jefferson City, MO. This training is mandatory for all NEW municipal judges. New **Non-Lawyer** Judges must attend the **two-day** training while the second-day orientation is mandatory for **ALL** new Municipal Judges. To mirror the policy used by the Trial Judge Education Committee, only those Municipal Judges required to attend the New Municipal Judge Orientation training as required in Rule 18.05(d) will be allowed to attend the sessions. **Attendees must be newly elected or appointed Judges, and those who ceased judicial duties for at least 24 months before once again serving as a Municipal Judge.** Additional educational opportunities to fulfill the Ethics or Professionalism requirements will be made available through the Committee. **The New Judge Orientation program offers 6.0 CLE credits (including 2.0 for Ethics), in compliance with Supreme Court Rules 15 and 18.**

The Coordinating Commission for Judicial Education has provided funding for the cost of these programs. For eligible judges, (persons who must drive more than 75 miles from their court to the training site), lodging on Thursday night with dinner will be reimbursed in accordance with state travel guidelines. Upon receipt of a completed registration form, participants will receive confirmations along with lodging instructions for eligible court staff.

A program announcement & registration form are also posted on the Municipal Judge Education Web page and the Missouri Municipal and Associate Circuit Judges Association web page.

*NOTE: Training is being held Friday only.

Non-Lawyer Municipal Judge Certification

Done on a one-on-one basis prior to the Orientation.

New Judge Orientation

Friday, October 20 8:50 a.m. – 4:00 p.m.

The New Judge Orientation program is required for all new municipal judges. The program topics include Ethics, Judicial Administration, Courtroom Procedures, and Legal Knowledge, as well as CLE and Resources.

STAFFED BY OFFICE OF STATE COURTS ADMINISTRATOR (573) 751-4377

JUDGE ROY L. RICHTER, CHAIRMAN
JUDGE DANA M. ALTIERI
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JUDGE JOSEPH MCCULLOCH, SR.
JUDGE ANDREA NIEHOFF
JUDGE KENNETH THOMPSON

Registration Instructions

Registration:

Please fill out all the requested information, including the **required** social security number, on the registration form below. Incomplete forms will cause delays in processing your request. **Please keep a copy of this material for your records.** Return the completed registration form as soon as possible, **but no later than Friday, October 6, 2017**, by FAX (573-522-5013), e-mail @ Christine.wojtasik@courts.mo.gov or by mail to: Christine Wojtasik, Office of State Courts Administrator, 2112 Industrial Dr., P.O. Box 104480, Jefferson City, MO 65110.

Fall 2017 Municipal Judge Certification and Orientation Friday October 20, 2017

Registration Deadline: Friday, October 6

Please register me for the following event checked below:

[☐] New Non-Lawyer Judge Certification –TBD and New Judge Orientation – Pre certification date TBD & **Friday, October 20th. Target audience: This certification and orientation is mandatory for all new non-lawyer judges.**

[☐] New Judge Orientation Only – **Friday, October 20th**

Target audience: This one-day program is mandatory for all new Municipal Judges who have assumed the bench within the last calendar year.

Name: _____
Last First Middle Initial

Circle correct status below:

Appointed or elected? Full or part-time? Lawyer or Non-lawyer?

Sworn in or assumed the bench on _____
Month/Day/Year

Social Security # : _____

Municipalities Served and Circuit Number: _____

Are you taking this Orientation for the first time? Yes or No

Do you have special dietary or ADA needs? _____

Preferred Mailing Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: () _____ Fax: () _____

E-mail address: _____

Cancellations:

Should your attendance plans change, please cancel any overnight lodging you have made and contact Christine Wojtasik as soon as possible at PH (573) 522-6072 so program logistics can be adjusted accordingly. Your timely notification assures our best customer service with available funds provided through the Coordinating Commission for Judicial Education.